



# **ARIZONA FIRE & MEDICAL AUTHORITY**

## **GOVERNING BOARD REGULAR MEETING**

### **MINUTES**

**Tuesday, August 25, 2020**

### **MINUTES**

#### **1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, August 25, 2020, at 11:00 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford, and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Kane Nixon, Deputy Chief Rob Helie, Battalion Chief Spencer Snyder, Finance Manager Diane Goke, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Member Tony Sambol; South County Fire & Medical District Board Member Bill Becker and Leonard Leach; Jim Young, Sun City West Resident

Media Present: None

#### **2. CALL TO THE PUBLIC**

Jim Young, Sun City West resident requested public access to the Zoom call held by the Governing Board Members. All meetings are available to the public via phone. Mr. Young expressed concern that call-in only options for the public is challenging due to the length of the meetings.

#### **3. CEREMONIAL PRESENTATIONS**

##### New Employee/Promotional Swearing-In Ceremony

Board Clerk Miller administered the Oath of Office and swore in the following Staff members of

the Arizona Fire & Medical Authority.

1. New Hire – Patrick Scott, Emergency Medical Technician
2. Promotion – Spencer Snyder, Battalion Chief

Board Chairman Wilson and Fire Chief Rob Biscoe welcomed new hire Patrick Scott and congratulated Battalion Chief Spencer Snyder.

#### **4. FINANCIAL SUMMARIES AND AUDIT REPORTS**

- A. Arizona Fire & Medical Authority Financial Reports for July 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for July 2020 and answered any questions from Board Members.

Ms. Goke noted that the financial reports now reflect the prior years year—to-date totals for comparison. In addition, Ms. Goke noted that there was a \$29,615 deduction by the County from the property tax revenue. Ms. Goke stated that this could be the County correcting an error previously made or a large parcel appeal being finalized. Ms. Goke is working with the County Treasurer's Office to identify the reason for the deduction.

In response to an inquiry, Ms. Goke stated that no monies had been received from the County or the Department of Emergency and Military Affairs (DEMA) relating to the COVID-19 reimbursement requests submitted, at the time these reports were published.

#### **5. CONSENT AGENDA**

- A. Approve Monthly Financial Reports for July 2020.
- B. Approve Regular Board Meeting Minutes – July 28, 2020.

**Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

#### **6. CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division (including Operations/Development, Support Services, and Emergency Medical Services/Training) – Current Event Summaries for July 2020

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency

Services Division Event Summary for July 2020 and answered any questions from Board Members. Deputy Chief Helie stated that the Rehab 101 bus has seen an increase of 233% in usage during this summer and was utilized on the Tempe train derailment event. The Agua Fria area has seen an increase of 20% and the Tonopah area is experiencing an increase of 32% activity this month. Medical transports are down by 10% and interfacility transports are down by 40%, mostly due to the COVID pandemic. Deputy Chief Helie updated the Governing Board on recent wildland activity and deployments.

Deputy Chief Helie stated that some company trainings have begun again, Emergency Medical Technician and Paramedic Refresher trainings are being held in August.

B. Community Risk Management Division – Current Event Summary for July 2020

Eric Kriwer, Division Chief/Fire Marshal – Community Risk Management Division presented the Community Risk Management Division Event Summary for July 2020 and answered any questions from Board Members. Division Chief Kriwer provided public information inquiry statistics and updates on recent developments across the Authority. In addition, Division Chief Kriwer noted that the Division has been very active on the various social media platforms pushing information to the public relating to recent fire activity, COVID-19 statistics and information, emergency response models and contact information.

Division Chief Kriwer noted that Staff has been working to bring forward the 2018 International Fire Code with local amendments to the Governing Board for adoption during the September Board meeting.

C. Business Services Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for July 2020

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for July 2020 and answered any questions from Board Members. Assistant Chief Dalton noted that Staff is working to put together a virtual Employee Appreciation Event on October 22, 2020.

In response to an inquiry, Assistant Chief Dalton stated that Staff is working to bring forward enhanced virtual meeting options and to open those up to the public for increased public participation. Chairman Wilson and Board Member expressed appreciation to Staff for their work and were excited to open up the meeting process virtually.

Chairman Wilson expressed appreciation to Assistant Chief Dalton for her hard work in advocating and organizing the efforts of the Maricopa County fire districts to lobby the County for a portion of the CARES Act funding to assist all County fire districts with COVID related expenses.

- D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Matt Burry, Local 3573 Representative, stated that due to the COVID-19 pandemic the Fill the Boot campaign this year will be held online instead of firefighters gathering in front of gas stations and grocery stores. The Charities have set a target goal of \$10,000.

Chief Biscoe encouraged all Board Members to follow Local 3573 and the AFMA Charities on social media to help stay abreast of all of their activities.

- E. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Miller reviewed correspondence received during the month of August 2020.

## 7. **REGULAR BUSINESS**

- A. Discussion and Possible Action relating to adoption of National Preparedness Month Proclamation.

Division Chief Kriwer presented the National Preparedness Month proclamation and stated that the Community Risk Management Division will be posting on social media and sending press releases once a week with a different topic relating to this years theme with is “Disasters Don’t Wait – Make Your Plan Today.”

**Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring September 2020 as National Preparedness Month throughout the Authority. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

- B. Discussion and Possible Action relating to the COVID-19 Pandemic, including expense reimbursement and funding efforts.

Kane Nixon, Division Chief – Planning/Technical Services/Emergency Management, presented the Governing Board with an update on the COVID-19 Pandemic, including national statistics, Arizona statistics, heat map of cases by zip code, testing numbers versus positive results, testing by State of Arizona, and case numbers versus hospital capacity. Division Chief Nixon continued by providing the Governing Board an update on AFMA specific statistics, including call volume and positive cases by zip code.

Diane Goke, Finance Manager presented the AFMA COVID-19 expenditures including

sick time for personnel, overtime costs associated with required 24-hour coverage of sick personnel, administrative personnel covering COVID-19 activities, and lost property tax and ambulance revenue. Ms. Goke noted that AFMA has requested reimbursement of these expenses from FEMA, DEMA, and the County Board of Supervisors as appropriate.

Chief Biscoe noted that the County has responded to the fire districts request for reimbursement and has agreed to reimburse fire districts for 75% of the staff time for those whose jobs were largely dedicated to the COVID-19 response. For the timeframe of March 1, to August 2, total expenses are reaching approximately \$950,000. The vast majority of the costs are associated with staff time. Staff is being very diligent in documenting all COVID related time for auditing and bookkeeping purposes. Chief Biscoe noted that thank you letters have been drafted to the County Board of Supervisors, our partner fire districts in Maricopa County, and the local labor groups who have supported our lobbying efforts.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board authorize thank you letters be sent to the Maricopa County Board of Supervisors, Fire Districts, and contributing Labor Organizations in appreciation of everyone's efforts for release of CARES Act funds to assist fire districts in Maricopa County. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

C. Discussion relating to Governing Board 2020 general election

Dusty Christopherson, Authority Clerk provided an update on the Governing Board 2020 General election and noted that the deadline for filing candidate petitions, and have a name appear on the ballot was July 6, 2020, and the deadline to declare as a write-in candidate was August 19, 2020. It is anticipated that the Maricopa County Board of Supervisors will cancel the election process for both the North County Fire & Medical District and the South County Fire & Medical District. The individuals who formally declared their candidacy will be declared Board Members of their respective districts by the County Board of Supervisors. The newly declared Board Members will need to complete the Certificate of Appointment and Oath of Office prior to taking their seats in December 2020.

D. Discussion and Possible Action relating to the American Medical Response (AMR) and the Federal Emergency Management Agency (FEMA) Disaster Response Network Agreement.

Chris DeChant, Assistant Chief stated that the Authority was approached by AMR and FEMA to join their network for emergency disaster response. These organizations have a strong network east of the Mississippi River for emergency response and are working to

build their response network on the west side of the nation. Participation in this emergency response network will operate like a wildland deployment would, the Authority will maintain the deciding authority on whether or not any of our resources are deployed to assist in an emergency situation. Reimbursements for each deployment operate exactly like wildland deployments and are contracted to be reimbursed based on a net 45 days invoice period. The reimbursement period starts from the point of departure to the point of return, regardless of distance to the emergency.

In response to an inquiry, Assistant Chief DeChant clarified that only an ambulance and assigned Emergency Medical Technicians and Paramedics are eligible to participate in this program, no fire apparatus is included.

**Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board approve the AMR/FEMA Federal EMS Network Subcontract Agreement with American Medical Response and, authorize the Fire Chief to execute the Agreement, following final legal review. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

E. Discussion and Possible Action relating to Fire Protection Services Agreements.

Assistant Chief Dalton stated that the Authority was approached by Peak RV Storage LLC, located in Wittmann who needed fire protection in order to obtain a building permit from the County, however, Peak RV Storage is not currently contiguous to the North County Fire & Medical District boundaries. Therefore, the property cannot be annexed at this time. Staff is requesting to utilize a fire protection agreement with the property owner in order to provide the fire protection needed, with a clause that requires the property owner to properly annex into the district as soon as their property becomes contiguous to the current district boundaries.

Assistant Chief Dalton noted that this fire protection agreement could be utilized in other areas of the Authority should the need arise. Finance Section staff will manage the invoicing and payments from the property owner on an annual basis.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of Fire Protection Services Agreements for parcels which are not contiguous to fire district boundaries and, authorize the Fire Chief, following final legal review, to execute agreements whose fees are within 10% of what property tax fees would be if the properties were located within fire district boundaries. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

F. Discussion and Possible Action relating to the Intergovernmental Agreement with Maricopa County Department of Public Health relating to influenza vaccinations.

Assistant Chief DeChant stated that the Maricopa County Department of Public Health (MCDPH) will be conducting a large-scale influenza vaccine campaign this year and would like to partner with healthcare organizations and fire districts/departments to assist in providing these vaccinations. Once approved, MCDPH will provide training, planning support, influenza vaccine/supplies, financial compensation per insured patient vaccinated, and the potential for future vaccination related event partnership opportunities. Additionally, influenza vaccine sites and processes can be replicated to potentially provide COVID-19 vaccinations after a vaccine is approved.

In response to an inquiry, Assistant Chief DeChant stated that the Sun City West and Sun Lakes Recreation Centers would be utilized as well as the public school facilities in Wittmann and Tonopah.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the Maricopa County Department of Public Health Influenza Vaccination Intergovernmental Agreement and, authorize the Fire Chief to execute the Agreement, following final legal review. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

8. **SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There was Board consensus to research the ability for the Governing Board meetings to be filmed and streamed on the AFMA website as well as the ability to increase public participation during the Zoom meetings.

9. **ADJOURNMENT**

The meeting adjourned at 12:50 p.m.

*Dawn Miller*

Dawn Miller (Sep 26, 2020 22:52 PDT)

Dawn Miller, Board Clerk

# August 25 2020 Minutes

Final Audit Report

2020-09-27

Created:	2020-09-23
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